

1.

The purpose of this survey is to capture the impact that Pennsylvania libraries of all types have on their communities on a typical day. The usage data will supplement the pictures we hope all of you will be taking on October 28, 2009. Together, the data and the pictures will present a compelling vision of the role of libraries in PA.

Thank you for taking the time to participate in this important endeavor.

## 2. General Information

Everyone should complete the first page of the survey which includes general information about your library. You will then be directed to a specific page (academic, public, school, special).

\* 1. Library/Organization

2. College/University or School (if different from Library name)

3. First Name

\* 4. Last Name

\* 5. Email Address

\* 6. Position/Job Title

\* 7. Mailing Address

8. Address Line 2

\* 9. City

\* 10. State

11. Zip Code

12. Phone Number

13. Fax

\* 14. County

15. If you are submitting statistics for a day other than October 28, please indicate the date

## \* 16. Type of Library

Public

School

Academic

Special

### 3. Special Libraries

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this form. Thank you for participating.

#### 1. Circulation of books and other materials

Number

#### 2. Please share types of materials you loan:

#### 3. Customer visits/door count

Number

#### 4. Number of Clients/employees served

Onsite

Offsite

#### 5. Number of Departments served

Number

#### 6. Client requests-all formats

Number

#### 7. Reference question in all formats (email, phone, in person)

Number

#### 8. Please share a few examples of reference questions here:

#### 9. Number of InfoCtr/Library Website/Portal hits

Number

10. Programs (computer classes, book discussion, tutoring, resume, new datasources training, technologies training, orientations, library committees, corporate team meetings etc.)

Number

Total Persons

Served/Attendance

11. Describe the type of programs offered.

12. Orientation for staff/clients

Number

Total Persons

Served/Attendance

13. Outreach

Number

Total Persons

Served/Attendance

14. Please describe your outreach activities. (With other agencies, book cart service etc)

15. Volunteers

Number of Persons

Number of Hours

16. Anything else you would like to add: unique programs, comments about this process, etc.

## 4. School Library Statistics

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this form. Thank you for participating.

### 1. Circulation of books and other media.

Number

### 2. Classes attending for instruction

Number

Total

Students/Attendance

Total Staff/Attendance

### 3. Classes attending for library time.

Number

Total

Students/Attendance

Total Staff/Attendance

### 4. Requests filled for staff or administrators.

Number

### 5. Computer use sessions.

Number

### 6. Number of students attending from study halls or individually sent from classrooms.

Number

### 7. Volunteers in the library

Number

Total hours

8. Anything else you would like to add: unique programs, comments about this process, etc.

9. Comments and quotes from your students/staff: (Captions and quotes with photos may be posted on the Snapshot PA Flickr pages)



## 5. Academic Library

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this form. Thank you for participating.

### 1. Customer visits/door count

Number

### 2. Circulation of monograph and media.

Number

### 3. Materials received and loaned out via interlibrary loan.

Number

### 4. Reference questions in all formats (IM, email, phone, in person)

Number

### 5. Please share a few examples of reference questions here.

### 6. Reference one-on-one appointments

Number

### 7. Bibliographic instruction sessions

Number

Total Persons

Served/Attendance

### 8. Online database documents viewed.

Number

### 9. Comments and quotes from your students/staff: (Captions and quotes with photos may be posted on the Snapshot PA Flickr pages)



## 6. Public Library

Most statistical questions are optional. If you don't have a result, please leave the space blank. (Do not use N/A, dashes or other input) Tally your results before filling out this section. Thank you for participating.

### 1. Customer Visits/Door Count

Number

### 2. Adult Book Circulation

Number

### 3. Teen/YA Book Circulation

Number

### 4. Children's Book Circulation

Number

### 5. A/V- Non Print Media Circulation

Number

### 6. Library Cards Issued/Borrowers Registered

Number

7. Reference Questions Asked (directional, readers advisory, technical/computer assistance, resume help, job application assistance and other e-government assistance).

Number

8. Optional: Please share a few examples of reference questions here:

### 9. Computer Use Sessions (Internet/Word Processing)

Number

### 10. Volunteer/Community Service Hours

Number persons

Number hours

## 7. Programs and activities

Tell us about your programs and activities.

### 1. Children's Programs (storytimes, entertainers, family programs)

Number   
Total Persons   
Served/Attendance

### 2. Teen Programs

Number   
Total Persons   
Served/Attendance

### 3. Adult Programs

Number   
Total Persons   
Served/Attendance

### 4. Computer/Technology Classes

Number   
Total Persons   
Served/Attendance

### 5. Other Classes (homework/tutoring, ESL)

Number   
Total Persons   
Served/Attendance

### 6. Bibliographic Instruction

Number   
Total Persons   
Served/Attendance

### 7. Class Visits to the Library

Number   
Total Persons   
Served/Attendance

### 8. Tours of the Library

Number   
Total Persons   
Served/Attendance

### 9. Outreach (visits to schools or other agencies)

Number   
Total Persons   
Served/Attendance

## 10. Meeting Room Use by the public

Number

Total Persons

Served/Attendance

11. Anything else you would like to add: unique programs, comments about this process, etc.

12. Comments and quotes from your patrons. Captions and quotes with photos may be posted on the SnapShotPA Flickr page.

## 8. Thank You

SnapShot PA: One Day in the Life of Pennsylvania Libraries is jointly sponsored by the Pennsylvania Library Association and Commonwealth Libraries. Thank you for your participation.